

ACME ISG Colour Printing Support Policy

Bernard Lineham, 17 October 2006

Background

ACME has two centrally provided colour printers. One is a single pass colour laser printer and the other is a colour inkjet printer. As we already own both assets and single pass laser printers are cheaper to operate we will be decommissioning the colour ink jet printer. As a result it is timely to clearly state what the ISG's policy is with respect to support for colour printing. This document serves to do that.

Centrally Provided Colour Printing

The ISG is decommissioning the ink jet colour printer that was found in the "fish bowl" in building 17. The colour laser printer currently used by the school admin staff will be made available to all staff members and postgraduate students. The printer will remain in Cheri's office at the moment but will be moved to the general admin area when that area has been remodelled.

The colour laser printer is ONLY to be used for printing that MUST be done in colour and that is directly relating to ACME work or study. All other printing is to be done on the black and white laser printers.

The colour laser printer will have printing restricted to the ACME print server printer queue. (There may need to be some changes on both the desktops and the servers for Mac users to be able to print to the printer queues. ISG will assist with this as required.) There will be no other way to send jobs to the printer, and all use of the printer will be logged and monitored.

Individually Purchased Colour Printers

Some academic staff members have previously purchased colour inkjet printers for themselves using their research funds. These printers will not be decommissioned but the ISG is not responsible for supporting their use or providing any maintenance or consumables for them.

It is recommended that no further ink jet printer purchases be made. As with all other IT hardware and infrastructure any future printer purchases should be coordinated with the ISG. It is our hope that we can meet all general (non-technical) printing needs centrally and reduce the need for academics to spend their research funds on these basic resources. However if there is a specific need for an academic to purchase printing hardware the ISG should be contacted and they will coordinate the acquisition and support for the hardware.